

## DESKTOP COMPUTING SERIES



The online **Desktop Computing Series** is a wide range of courses covering common desktop computer applications such as Microsoft Word, Excel, PowerPoint, Access, Outlook, Project, SharePoint, SAP R/3, GroupWise and Lotus Notes. The series will also teach you about operating systems, the Internet, and much more.

When you sign up for the Series you receive access to all of the courses listed below for only £200.00 for a one year Period. However, if you only want to study 1 course on the list then you can that course individually for £75.00.

### How do the courses work?

Shortly after you have signed up for the Series, we will email you with your start up information and your username and password.

All you then need to do is then go to the Course Log-In page and enter your information and you will get instant access to this wide range of exciting, engaging and successful e-learning courses. You then have one year to access the course materials online, so when you want to study, just Log in and off you go...

You can get a **Free Trial** of selected online lessons. Visit our [www.distance-learning-centre.co.uk](http://www.distance-learning-centre.co.uk) Website for further information.

### System Requirements:

All you need to complete these courses is an Internet Ready PC and Microsoft Internet Explorer. You are required to install Macromedia Authorware Player on accessing the course.

### Online Course Features:

- Flash-based instructional demonstrations applying course concepts.
- Instructional audio with graphics highlighting key points.
- Exercises allow learners to practice in the actual application being studied.
- Supplied sample files include sample documents, application files, programs, and programming code that enable learners to practice with these files, enhancing the learning experience.
- A Course Topics list contains active hyperlinks, permitting quick access to specific topics.
- Find-A-Word allows learners to look up an unfamiliar term in the Glossary, on the Web, or in a dictionary. In addition, it lets them find other occurrences of the term in the same course.
- Search text enables learners to rapidly search all text within a course to easily retrieve information required.
- Courses challenge the learner with a variety of question formats, including multi-step simulations, true/false, multiple choice, and fill-in-the-blank.
- Bookmarking tracks the learner's progress in a course.

**Price:**  
£200.00

**Instalment Options:**  
You can spread the payments for this course over 4 monthly payments. 1 initial payment of £80.00, followed by 3 monthly payments of £40.00.

**Course Format:**  
Online Courses

**Assessment:**  
Non-Assessed Exercises

**Approximate Study Time:**  
360 Hours of Self Study

When you sign up for this series, you will get access to the following online courses for a one-year period:

➤ **ACCESS 2000 MICROSOFT OFFICE SPECIALIST COURSE**

This Course is designed to help users prepare for Microsoft Access 2000 MOS certification. It shows how to create, plan, and modify databases and tables in Access 2000. It also covers sorting and filtering, creating queries, forms and reports, and advanced tasks such as saving Access objects as Web pages, importing data, and adding hyperlinks.

**The course covers the following Lessons:** Creating Databases; Building Tables; Modifying Tables; Sorting and Filtering; Relationships and Queries; Building Forms; Producing Reports and Advanced Tasks.

➤ **ACCESS 2002 COURSE**

This Course shows how to create, plan, and modify databases and database objects in Access 2002. Courses cover the following topics: understanding relational databases, creating and planning databases, selecting and printing database objects, creating tables, entering records, modifying tables and field properties, using advanced sorts, finding records, applying and removing filters, establishing and managing table relationships, specifying query criteria, creating calculated fields, running multi-table queries, creating forms and reports, implementing standard and calculated controls in both forms and reports, importing data, saving Access objects as Web pages, and performing administrative tasks. This course is procedure focused and assumes that the student is familiar with the mechanics of getting around in a Microsoft Office application.

**The course covers the following Lessons:** Creating Databases; Building Tables; Modifying Tables; Sorting and Filtering; Relationships and Queries; Building Forms; Producing Reports and Advanced Tasks.

➤ **ACCESS 2003 COURSE**

The Access 2003 Course of courses starts off with an overview of both database concepts in general and Access in particular. Learners then find out how to design, build, and use Access tables. Further topics include using queries, find, filter, and sort to unearth answers from data. Learners finally move on to the Access report system and delve into wizards, timesaving tips, and even a bit of programming.

**The course covers the following Lessons:** Introduction to Access; Designing and Building Tables; Enhanced Tables & Datasheets; Searches & Queries; Advanced Queries & Calculations; Access Report System; and The Internet, Forms & the Analyser.

➤ **ACCESS 2007 COURSE**

This Course covers how to use Access 2007 to create, modify, and access databases. It shows the learner how to use the Ribbon-based Access 2007 interface, as well as how to build tables, forms, and reports. Learners will also be able to use queries and filters to sort through data.

**The course covers the following Lessons:** Introduction to Access; Creating Tables; Working with Tables; Creating Forms; Creating Reports; and Queries & Filters.

➤ **ACCESS 2007 ADVANCED COURSE**

Access 2007 offers many more powerful features than a beginning user first touches. This Course will explore some of the more powerful abilities of Access, including pivot tables and charts, graphs, forms, security, multi-table and crosstab queries, macros, and more.

**The course covers the following Lessons:** Expressions and Queries; PivotTables, PivotCharts, and Graphs; and Macros and Data Imports/Exports.

## ➤ COMPUTER BASICS COURSE

This Course introduces general computer use and terminology. It describes the basic hardware components of a PC and introduces basic skills for using software programs in a Windows environment.

**The course covers the following Lesson:** Using Your PC.

## ➤ COMPUTING CONCEPTS COURSE

This Course examines several basic computing concepts. Security issues are discussed, including administrative, physical, logical, and network security, and how to plan for security risks. The basic concepts of database functionality and selection are also discussed. Data processing and management is examined in detail, including teleprocessing, data transmission, and messages.

**The course covers the following Lessons:** Types of Security; Security Risks; Database Basics; Selecting Databases; Data Processing; Managing Data; Teleprocessing; Transmitting Data; and Messages.

## ➤ CRYSTAL REPORTS 8 COURSE

This Course introduces users to Crystal Reports 8, a popular database reporting program. In this Course, you will learn how to create standard and custom reports. You will also learn how to filter, summarise, sort, group, and manipulate data by inserting formulas and functions.

**The course covers the following Lessons:** Getting Started; Designing a Report; Selecting Records; Sorting and Grouping Data; Creating Summary Totals, Reports, and Graphs; Formulas and Functions; Printing and Exporting; and Linking Tables.

## ➤ CRYSTAL REPORTS XI COURSE

Do you need to know the foundations of Crystal Reports XI? Do you want to create reports that sizzle from one or more data sources ASAP? This Course will show you how to create, format, and deliver reports that get results in no time. You will learn everything from the basics of getting around in Crystal's report design environment to the subtle nuances of effective report formatting and data visualisation through charting and mapping.

**The course covers the following Lessons:** Navigating the Design Environment; Selecting Just the Right Data Source(s) for Your Report; Report Wizards and Do It Yourself; Selecting and Organising Your Report Data; Manipulating Your Report Data in Meaningful Ways; Letting Formulas and Functions Do All the Work; Creating Dynamic Reports with Parameters; Formatting Reports that Function and Sizzle; Making Reports Sections Work for You; and Visualising Your Report Data with Charts and Maps.

## ➤ EXCEL 2000 MICROSOFT OFFICE SPECIALIST COURSE

This Course is designed to help users prepare for the MOS Excel Core examination. The Course begins with basic Excel tasks, such as entering and editing data, using Find, Replace, and AutoFill, and creating hyperlinks. It also covers locating, opening, and saving files, and using the help function, Office Assistant. Formatting worksheets is covered in detail, including cell and number formatting, adjusting rows and columns, and the use of AutoFormat, styles, and Format Painter. More advanced topics covered include page setup, managing worksheets and data, and creating formulas and functions. An overview of charts and objects, including the Chart Wizard, is also provided.

**The course covers the following Lessons:** Working with Cells; Working with Files; Formatting Worksheets; Page Setup and Printing; Worksheets and Workbooks; Formulas and Functions; and Charts and Objects.

## ➤ EXCEL 2000 MICROSOFT OFFICE SPECIALIST EXPERT COURSE

This Course is designed to help users prepare for the MOS Excel 2000 Expert examination. It covers expert-level Excel topics such as importing and exporting data, working with templates, linking workbooks, and using the Report Manager. It also covers advanced worksheet formatting, including page setup and printing, and sorting and filtering data. More advanced topics covered include ranges, macros and customisation, validating and auditing data, and creating and using charts, graphs, and pivot tables. Data analysis, file sharing, and security issues are also discussed.

**The course covers the following Lessons:** Importing and Exporting Data; Working with Templates, Links, and Report Manager; Formatting, Sorting and Filtering Data; Naming Ranges, Working with Macros, and Customizing Toolbars; Validating and Auditing Data; Analyzing Data and Using PivotTables; and Sharing Work and Adding Security.

## ➤ EXCEL 2002 COURSE

This Course is intended as preparation for the Excel 2002 Microsoft Office User Specialist (MOUS) Core Proficiency exam. It introduces Excel's newest enhancements such as task panes for New Documents, Clipboard, Search, and Insert Clip Art; the Ask a Question box; enhancements to Find and Replace; and additional options for pasting and for inserting columns and rows. These new features, along with the productivity tools of previous versions, are taught within the context of working with cells and files, page setup and printing, worksheets and workbooks, formulas and functions, and charts and objects.

**The course covers the following Lessons:** Working with Cells; Working with Files; Formatting Worksheets; Page Setup and Printing; Worksheets and Workbooks; Formulas and Functions; and Charts and Objects.

## ➤ EXCEL 2003 COURSE

This Course is designed for beginning and intermediate Excel users. This Course teaches learners about creating and editing spreadsheets, what's new in the 2003 version, the Excel interface, navigating, editing, and working with text, values, and formulas, printing, formatting, creating charts and databases, and using images and hypertext in a spreadsheet.

**The course covers the following Lessons:** Getting Started; Creating a Spreadsheet; Formatting Data; Editing and Printing Worksheets; Managing Worksheets; Charts and Databases; and Hypertext and Tips.

## ➤ EXCEL 2007 COURSE

The Excel 2007 Course introduces learners to the newly designed Ribbon interface of Microsoft Excel 2007. It provides a basic introduction to Excel including entering and editing cell data, selecting cell ranges, and formatting worksheet data. Learners will also be able to print worksheets, add comments, complete basic calculations and formulas, and create charts using Excel 2007.

**The course covers the following Lessons:** Getting Started; Creating a Worksheet; Formatting Data; Editing and Printing Worksheets; Managing Worksheets; and Using Charts and Objects.

## ➤ EXCEL 2007 ADVANCED COURSE

The Excel 2007 Advanced Course teaches you to apply filters, use formulas and analyze data. You will be able to apply your knowledge to create complex business applications and analyses in Microsoft Excel.

**The course covers the following Lessons:** Filtering and Sorting Data; Using Pivot Tables; Working with Functions; Using Data Analysis Tools; Automating with VBA Macros; and Adding Connections and Importing Data.

## ➤ GROUPWISE 5.5 COURSE

This Course introduces you to Novell's GroupWise 5.5. In this Course, you will learn how to use the features of GroupWise to send and receive e-mail, set up appointments and discussion groups, create task lists and manage your schedule.

**The course covers the following Lessons:** Getting Started with GroupWise; Creating and Sending Messages; Organizing Your Mailbox; Calendar, Task and Phone Features; Managing Documents and Folders; and Advanced GroupWise Features.

## ➤ GROUPWISE 6.5 COURSE

This Course introduces you to the capabilities of Novell Groupwise 6.5. Groupwise is a collaboration tool that helps manage email communications, calendars, tasks and documents within a group of people.

**The course covers the following Lessons:** Getting Started; Messages & Address Book; Managing Messages; Calendars & Tasks; Advanced GroupWise Features; Managing Documents; Remote Access & Customising GroupWise; and Mobile GroupWise Access.

## ➤ INTERNET EXPLORER 7 COURSE

This Course introduces the new look and features of Internet Explorer 7. Learners will be able to securely use this updated web browser to perform searches, print documents, and access streaming content.

**The course covers the following Lesson:** Learning the New Interface and Features

## ➤ INTERNET EXPLORER 8 COURSE

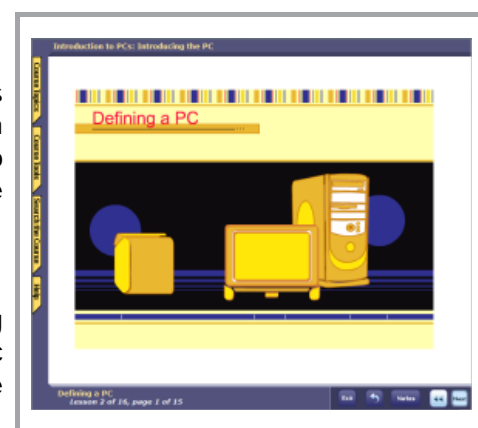
This series will introduce the features and enhancements that accompany the latest version of the popular Internet Explorer browser.

**The course covers the following Lesson:** Learning the New Interface and Features

## ➤ INTRODUCTION TO PC'S COURSE

This Course is designed to introduce users to personal computers. Users will learn what a PC is and what an operating system is. They will learn basic computer skills such as turning a computer on, logging on to Windows, and working with files. Users will also learn to identify and use the major components of a PC, both externally and internally, including: disk drives, monitors, mice, keyboards, and printers.

**The course covers the following Lessons:** Introducing the PC; Using Your PC; Working with Folders and Files; Inside Your PC; Basic Peripherals; Other Peripherals; Understanding Software; Introducing the Internet; Internet and E-mail Tips; and Troubleshooting and Tips.



## ➤ LOTUS NOTES 6.5 COURSE

This Course focuses on the major components of Lotus Notes 6.5. It introduces basic concepts such as navigation, views, databases, and security. Use of mail with Lotus Notes 6.5 is covered in detail, along with using the calendar, to do lists, and address books. This Course also discusses editing, formatting, and managing Notes documents, and linking and attaching files to documents. Advanced topics include using Lotus Notes 6.5 with the Web, replication, and using Notes remotely.

**The course covers the following Lessons:** Mail; Calendar, To Do Lists & Address Books; Databases; Managing & Enhancing Documents; and Advanced Notes Features.

## ➤ LOTUS NOTES 8.5 COURSE

Almost every user knows that Lotus Notes allows them to send and receive e-mail. But Lotus Notes also offers many more services, including calendar management, instant messages, a browser, and more. Learn how to use and make the most of all of these features with this Course.

**The course covers the following Lessons:** Exploring Lotus Notes 8.5; and Sending and Receiving Email.

## ➤ LOTUS NOTES R5 COURSE

This Course provides a comprehensive overview of Lotus Notes R5. It introduces basic concepts such as navigation, views, databases, and security. Use of mail with Lotus Notes R5 is covered in detail, along with using the calendar and Address Books. This Course also discusses using Lotus Notes to surf the Web, editing, formatting, and managing documents, and linking and attaching files to Notes documents. Advanced topics include finding and viewing data, replication, and using Notes remotely.

**The course covers the following Lessons:** Getting Around in Notes; Reading and Sending Mail; Managing Mail; Using the Calendar; Meetings and Address Books; Browsing the Web; Editing Documents; Using Document Tables; File Attachments and Links; Finding and Viewing Data; Replication; and Using Notes Remotely.

## ➤ OFFICE 2000 COURSE

This Course introduces users to the Microsoft Office 2000 environment, including several Office applications. It covers basic tasks common across Office applications, such as navigation, starting and exiting programs, and working with files, and covers text editing and printing functions. An in-depth exploration of document formatting is also provided. This Course also provides an introduction to Word (word processing), Excel (spreadsheet), Outlook (electronic mail), PowerPoint (presentation), and Access (database), covering the basic functions of each application.

**The course covers the following Lessons:** Getting Started; Editing Text and Printing; Text and Document Formats; Introduction to Word; Introduction to Excel; Introduction to Outlook; Introduction to PowerPoint; and Introduction to Access.

## ➤ OFFICE 2003 – WHAT'S NEW COURSE

This Course describes products and features that are new in this version of Office and common to each of the applications in the suite. InfoPath and OneNote are new products introduced in this version of Office. The new features include XML support, Smart Documents, the Research task pane, new collaboration tools, and improved developer tools. The Course also covers new features in each Office application.

**The course covers the following Lessons:** New Features; and Changes in Applications.

## ➤ OFFICE 2007 COURSE

The new Office package is changing the old interface with new features on an interface now known as the Ribbon. How do you find the commands you already know? What new commands are available in Word, Excel, Outlook, PowerPoint, and Access? Take a look at the changes in Office 2007 and learn how to make the most of them.

**The course covers the following Lessons:** Navigating the New Interface; What's New in Word; What's New in Excel; What's New in PowerPoint; What's New in Access; What's New in Outlook; and Common Tasks.

## ➤ OFFICE XP UPGRADE COURSE

This Course explains and introduces new and changed features in Office XP applications. Targeted for experienced Office users, the courses in this Course highlight the new features of Office XP including task panes, smart tags, and SharePoint Team Services. Additionally, a course is devoted to discussing the most important changes to Word, Excel, Outlook, PowerPoint, Access, and FrontPage. The entire Course features the XP interface in the screen captures.

**The course covers the following Lessons:** Getting Around the New Interface; New Options and Tools; and Application Changes.

## ➤ OUTLOOK 2002 COURSE

This Course teaches users how to use the major components of Outlook: Outlook Today, Contacts, Inbox, Calendar, Notes, and Tasks. Topics include navigating between components in Outlook; adding and using information about contacts; reading, sending, customizing, and organizing e-mail messages; scheduling appointments, events, and meetings; and creating tasks and notes.

**The course covers the following Lessons:** Navigating in Outlook; Reading and Sending Messages; Customizing and Organizing Messages; Using the Calendar; and Using Tasks and Notes.

## ➤ OUTLOOK 2003 COURSE

The Outlook 2003 Course of courses teaches learners how to use the major components of the Outlook 2003 program: Mail, Calendar, Contacts, Tasks, and Notes. Topics include navigating between Outlook modules and reading, sending, customizing, and organizing e-mail messages. Learners will also find out how to schedule appointments, add and use information about contacts, and create tasks and notes.

**The course covers the following Lessons:** Getting Started; Managing Messages; Contacts and Calendar Entries; Tasks, Notes, and Journal Entries; Newsgroups and Outlook Web Access; Collaboration and Security; and Personalizing Outlook and Other Tips.

## ➤ OUTLOOK 2007 COURSE

Outlook is the most common email application in the world. And it includes many features beyond just email, including the calendar, meeting management, tasks, and contact information, that can all interact with each other. This Course will examine all of these features and more in the latest version of Outlook that has been released with the Office 2007 package. This Course has more courses coming soon. Please check back later for even more information on this topic.

**The course covers the following Lessons:** Getting Started; Managing Messages; Contacts and Calendar Entries; Tasks, Notes, and Journal Entries; Newsgroups and Outlook Web Access; Collaboration and Security; and Personalizing Outlook and Other Tips.

## ➤ PAINT SHOP PRO 5 COURSE

This Course provides an introduction to using Paint Shop Pro 5 to create graphics. It describes how to create, open, and save files, and how to perform basic manipulations such as cropping, resizing, changing colours, and rotating images. Advanced topics presented include using the Image Browser, adjusting an image's brightness, contrast, hue, saturation, and lightness, working with layers, text, and drop shadows, and printing images.

**The course covers the following Lessons:** Working With Graphics; and Enhancing Images.

## ➤ PC APPLICATIONS COURSE

This series is designed for computer users who have limited or no computer experience. The series of courses provides an overview of computer hardware, storage, software, and security and copyright considerations. This series also provides introductory instruction on using a personal computer and various PC applications including word processing, spreadsheet, database, presentation, browser, as well as electronic mail applications.

**The course covers the following Lessons:** Concepts of IT; Using the Computer & Managing Files, Work Processing, Spreadsheets; Databases; Presentation; and Information & Communication.

## ➤ POWERPOINT 2000 MICROSOFT OFFICE SPECIALIST EXPERT COURSE

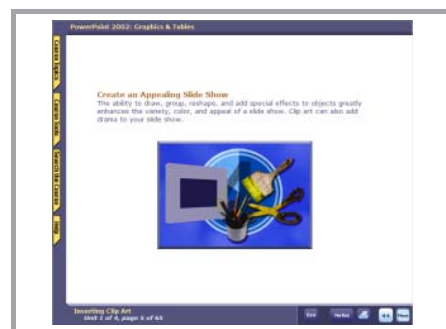
This Course shows users how to create presentations using PowerPoint 2000. The Course is designed to help users prepare for the MOS PowerPoint 2000 Core examination. The basics of PowerPoint, including navigation, templates, copying and deleting slides, and modifying the Slide Master, are presented. Detailed information on layout concepts and inserting text is provided, as well as how to integrate graphics and tables in presentations. Advanced topics covered include adding custom features and formatting, producing notes and handouts, running a slide show, and Web-based features such as hyperlinks, emailing slides, and publishing to the Web.

**The course covers the following Lessons:** Presentations; Layout and Text; Graphics and Tables; Custom Slides; and Showing Slides.

## ➤ POWERPOINT 2002 COURSE

This Course teaches the user how to create presentations and edit page layouts. The user will learn how to add text, graphics and tables to slides. The Course also discusses customizing individual slides as well as the entire slide presentation. This course is designed for anyone who is interested in learning about the features of PowerPoint 2002.

**The course covers the following Lessons:** Presentations; Layout and Text; Graphics and Tables; Custom Slides; and Showing Slides.



## ➤ POWERPOINT 2003 COURSE

The PowerPoint 2003 Course is designed for beginning and intermediate PowerPoint users. This Course teaches learners about creating and editing presentations and individual slides, outlining presentations, and printing presentations. The courses also detail topics such as formatting presentations and slides and using masters, colour schemes, and templates. Learners will find out how to incorporate pictures, clip art, sound, video, and animation into a presentation. Finally, the courses cover how learners can use PowerPoint with the Internet and when collaborating with others.

**The course covers the following Lessons:** Introduction to PowerPoint; Completing the Presentation; Maximising Presentation Effectiveness; Colour, Masters & Templates; Drawing, Charts, Sound & Video; and Animation, Web Pages & Collaboration.

## ➤ POWERPOINT 2007 COURSE

Office 2007 includes the latest version of PowerPoint, the presentation creation package that helps add visual impact and dynamic information to your presentations. This Course will walk you through creating your own presentations.

**The course covers the following Lessons:** Getting Started; Developing a Presentation; Design Elements; Inserting Shapes; Formatting Shapes; Clip Art, Pictures, and WordArt; SmartArt Graphics; and Charts and Tables.

## ➤ PROJECT 2000 MICROSOFT OFFICE SPECIALIST EXPERT COURSE

This Course teaches users to manage projects using Microsoft Project 2000, and is intended as preparation for the Project 2000 Microsoft Office Specialist (MOS) Core Proficiency exam. Topics include starting projects and customizing settings; organizing and scheduling tasks; assigning resources and managing workloads; tracking and reporting progress; and communicating with the project team using Project Central.

**The course covers the following Lessons:** Starting a Project; Scheduling Tasks and Adding Resources; Managing Work and Multiple Projects; Using Project Central; Customizing the Project; and Creating Reports and Exporting Data.

## ➤ PROJECT 2003 COURSE

The Project 2003 Course is designed to help learners with the basics of Microsoft Office Project 2003. This Course explains how to set up a project; manage project files; create a task list; schedule tasks; view a schedule; define and assign resources and costs; track a project; and analyze progress and revise a schedule.

**The course covers the following Lessons:** Learning the Basics; Setting up a Project; Managing Project Files; Creating a Task List; Scheduling Tasks; Viewing a Schedule; Defining Resources & Costs; Assigning Resources & Costs; Tracking a Project; and Analysing Progress & Revising the Schedule.

## ➤ PROJECT 2007 COURSE

Get projects under control with Microsoft Projects latest version, 2007. Build schedules, communicate effectively with everyone involved, chart your progress, and keep track of budget and project materials. This Course will show you how to use this complex tool to save time and maximise your projects success.

**The course covers the following Lessons:** Getting Started with Project 2007; Building a Project; Setting Up Resources and Establishing Costs; Viewing Projects; Resolving Scheduling and Resource Conflicts; Tracking the Progress of Projects; Creating Reports and Calculating Earned Values; and Consolidating Projects.

## ➤ SAP R/3 RELEASE 4.6 COURSE

This Course provides an overview of SAP R/3 Release 4.6. It examines the new features of Release 4.6, using the interface, and working with the User Menu. Using the task screen is covered in detail, including how to use the tool bar and menu bar with tasks. Users are shown how to enter a basic task, how to search for and modify previously-entered tasks, and how to print tasks. Additional topics covered include methods for optimizing your installation of R/3 by adding shortcuts and favourites and configuring the GUI, using multiple sessions, and using R/3 help functions. The Course also discusses how to create and use reports.

**The course covers the following Lessons:** Getting Started; Using the Task Interface; Working with Data in a Task; Optimizing R/3 and Getting Help; and Reporting.

## ➤ SHAREPOINT 2003 COURSE

This Course provides learners with the information they need to use SharePoint 2003 to help their organisation manage their documents and files, as well as to enable their users to collaborate with one another. In addition to teaching the every-day user how to manage documents, lists and tasks, it also teaches Site Administrators how to setup and manage SharePoint sites and libraries.

**The course covers the following Lessons:** SharePoint Basics; Standard Libraries & Lists; Advances SharePoint Features; Site Administration Basics; and Advanced Administration Functions.

## ➤ **SHAREPOINT 2007 COURSE**

SharePoint 2007 is a content and information management system for your organisation. This Course will help you use your SharePoint 2007 sites to share documents, collaborate on processes and materials, and find and share data throughout your organisation. This Course has more courses coming soon. Please check back later for even more information on this topic.

**The course covers the following Lessons:** SharePoint Basics; Standard Libraries & Lists; Advances SharePoint Features; Site Administration Basics; and Advanced Administration Functions.

## ➤ **VISIO 2002 COURSE**

This Course introduces users to Microsoft Visio 2002, a powerful diagramming and drawing application that can be used to create business and technical diagrams. Learners will study the basics of the Visio 2002 interface and tools, explore the templates, stencils, and pre-defined shapes provided with Visio, and construct simple Visio diagrams.

**The course covers the following Lessons:** Using Tools, Commands, Custom Toolbars, and Menus; Working with Objects and Hyperlinks; Using the Shape Menu; Working with Shapes; Defining and Using Styles, Custom Properties, and Templates; Working with Pages, Layers and Stencils; Working with Data; Understanding ShapeSheets; Working with Flow Charts; and Creating Database Models.

## ➤ **WINDOWS 2000 BASICS - CLIENT COURSE**

This Course introduces you to the new features of Windows 2000 Professional that enhance reliability, manageability, and mobility.

**The course covers the following Lessons:** Introduction to Windows 95; What's New in Windows 98; Intro. to Windows NT Workstation; and Windows 2000 Basics.

## ➤ **WINDOWS 7 COURSE**

Learn what's new in Microsoft's latest, highly anticipated operating system, starting with the stunningly modern user interface that you can personalize to suit your taste and needs. You'll become familiar with new features such as Windows Live and Internet Explorer 8 (IE 8), be able to search your PC and the Internet using Bing, and discover the ease and fun of working with digital media. You'll also find more technically oriented information about essential topics including deployment, administration, and security.

**The course covers the following Lessons:** New Features; and New Applications.

## ➤ **WINDOWS VISTA COURSE**

This Course teaches you about the new Vista interface, features, and applications.

**The course covers the following Lessons:** Understanding the New Interface; and Using New Features and Applications.

## ➤ **WINDOWS XP UPGRADE COURSE**

This Course provides an overview of the features available in Windows XP Home Edition and Windows XP Professional. Users will be introduced to the new interface of Windows XP, the multimedia and reliability features of the Home Edition, and the advanced networking and system administration functions of the Professional version.

**The course covers the following Lessons:** Home Edition; and Professional.

## ➤ WORD 2000 MICROSOFT OFFICE SPECIALIST EXPERT COURSE

This Course covers the basic features and capabilities of Microsoft Word 2000. It is designed to help users prepare for the MOS Word 2000 Core Exam. It discusses document management techniques, including document creation and display, creating document folders, sending documents through email, and adding hyperlinks. The Course also examines how to add, delete, and format text, and various paragraph formatting techniques. Additional topics covered in this Course include page formatting, printing, creating tables, and inserting objects into Word documents.

**The course covers the following Lessons:** Managing Documents; Working with Text; Formatting Paragraphs; Page Format and Printing; and Tables and Other Objects.

## ➤ WORD 2000 MOS EXPERT COURSE

This Course presents advanced topics and tasks for Microsoft Word 2000, and is designed to help users prepare for the Word 2000 MOS Expert Exam. Topics covered include page formatting, including sorting, Find and Replace, and using footnotes, document management, including inserting references, a table of contents, and indexes, Mail Merge, and inserting and embedding Excel worksheets, graphics, and charts. Advanced features are discussed, including macros, customised toolbars, forms, and fields. This Course also discusses workgroup features such as tracking document changes, inserting comments, using document protection, and Round Trip documents.

**The course covers the following Lessons:** Page Formatting; Managing Documents; Inserting Objects; Advanced Features; and Workgroups.

## ➤ WORD 2002 COURSE

This Course of courses is designed to teach the student how to use Word 2002 in the Windows XP operating system. This Course covers the basics of Word 2002 and continues into the advanced features and procedures. This Course teaches all objectives for the Microsoft Word 2002 Core Exam and includes a complete list of these objectives, which the student can print to hard copy.

**The course covers the following Lessons:** Managing Documents; Working with Text; Formatting Paragraphs; Page Format and Printing; and Tables and Other Objects.

## ➤ WORD 2003 COURSE

This Course is designed for beginning and intermediate Word users. This Course teaches users about creating and editing documents, what's new in the 2003 version, the Word interface, navigating, editing, and working with text, spell checking, printing, formatting, styles, templates, borders, tables, columns, lists, and using images in a document.

**The course covers the following Lessons:** Introduction to Word; Navigating, Editing and Working with Text Blocks; Spell Checking, Print Preparation and Other Tips; Formatting Characters, Fonts, Text and Paragraphs; Formatting Tabs, Pages and Documents; Styles, Templates and Formatting Tips; Borders, Tables and Columns; Lists, Images and Art; Creating Projects with Word.

## ➤ WORD 2007 COURSE

This Course shows you how to use Word 2007 to create word processing documents. It shows you how to use the Ribbon-based Word 2007 interface, how to create and format documents, and how to add lists, tables, and images to your documents.

**The course covers the following Lessons:** Introduction to Word; Navigating, Editing and Working with Text Blocks; Spell Checking, Print Preparation and Other Tips; Formatting Characters, Fonts, Text and Paragraphs; Formatting Tabs, Pages and Documents; Styles, Templates and Formatting Tips; Borders, Tables and Columns; Lists, Images and Art; Creating Projects with Word.